



Post Title: Senior Finance Technician

Grade: GLPC-F

Job Purpose

About us

Nottingham City Council has changed significantly in the last twelve months through a programme of modernisation and re-organisation. The new leadership team is revitalising the focus on outcomes and effectiveness whilst building financial sustainability.

The Role

The post holder will support Accountants and Business Partners to inform and influence strategy and business decisions by resolving problems and exploiting opportunities in collaboration with managers by offering analysis and interpretation of financial information within the options available ensuring that added value is provided from the support and advice given.

Additionally, the postholder will support the integrity of the ledger by helping to maintain a robust, lean and accurate chart of accounts to facilitate accurate reporting

Service Leadership Expectations

Leading

1. Role model what good looks like, whatever your position
2. Focus on the purpose of your work and how it benefits citizens and service users
3. Take ownership of your time, wellbeing and performance, and support your peers to do the same, upholding our behaviour expectations together
4. Learn from feedback and experience and look for ways to improve your own skills
5. Use information, data or feedback to guide your actions and follow agreed processes
6. Take initiative – influence positively in your team, even if you're not the manager.

Change and Innovation

1. Be open to change - ask questions, understand why it's happening, and help others adapt
2. Explore innovative approaches to task delivery, risk management and be actively curious about changes to the operating environment
3. Suggest improvements for how you and your service work - share problems and possible solutions with your manager or colleagues, based on what you've seen or learned
4. Act early when you spot risks, gaps or unmet needs - don't wait for problems to grow
5. Contribute towards a culture of continuous improvement by encouraging colleagues to share ideas.
6. Embrace technology in every-day activities and actively seek digital improvement opportunities in support of a service-wide digital strategy

Collaboration

1. Work collaboratively across the Council to achieve the best outcomes for the citizens of Nottingham.
2. Work collaboratively within your team by working across boundaries to break down silos to deliver benefits to the citizens of Nottingham.
3. Proactively harness, develop and seek-out effective relationships to support a collaborative culture, and help achieve the best outcomes for Nottingham's people.
4. Deal with disagreement constructively. Focus on what will help the service, colleague or customer
5. Be honest about what's possible and share information that helps others do their role



6. Communicate often, agree with managers on how to work well in a hybrid world, and stay curious about how other services work

Equality, Diversity and Inclusion

1. Treat people fairly and with respect, taking account of others' needs, background or barriers.
2. Deliver our services with all communities in mind
3. Challenge bias and exclusion where you see it - in your team, processes or services.
4. Give everyone a fair chance to contribute and grow, including those with different working styles, strengths or support needs.
5. Make it easy for others to contribute, even if they work differently to you
6. Be polite and professional with colleagues
7. Value different perspectives and be open to learning from people who see things differently.

Specific Duties

Our Vision is to develop an efficient, effective finance service that supports managers across NCC to secure better outcomes for citizens and deliver the Council Plan.

Strategic Awareness

- Contribute towards the development of a strategic vision for the service by sharing your unique perspective
- Identify financial risks and opportunities, inform managers and collectively consider options to mitigate risks or exploit opportunities.
- Contribute to the development, implementation and monitoring of the finance business plan
- Be aware of the trends and changes in the operating environment (e.g. legislation, technology, policy, etc.) that could financially impact your service delivery; inform managers and collaborate on potential solutions

Improve compliance and control

- Contribute towards ensuring that financial policies, procedures and controls within your team are compliant with all relevant legislation, codes, regulations, guidelines, standards and best practice.
- Support the financial control environment by contributing towards the assessment, monitoring and implementation of effective financial controls within your team
- Contribute towards the implementation of the Council's financial risk management process
- Contribute towards the closure of accounts and support the external audit opinion

Specific Responsibilities

1. Support the completion of statutory and non-statutory returns, including grant claims, ensuring the accuracy of financial information, timely completion and claims are completed to standard, ensuring grants are maximised
2. Support maintenance of corporate registers to support year-end statutory disclosures e.g. Leasing Register and Grant Income
3. Support Business Partners to ensure that the forecasted financial position is an accurate and true reflection of the business position. Be proactive in identifying
 - Further training requirements of managers using the forecasting system;
 - What corrective action is required by managers and
 - Supporting managers in developing those actions
 - Business risks
4. Provide accurate and timely professional support, advice and challenge to programmes, projects, business cases and decisions as directed by Business Partners and Accountants.



- Ensuring processes and procedures are in place to provide robust monitoring of the outcomes.
 - The appropriate use of techniques and regulations.
 - Value for money is maximised.
 - Support is proactive and creative.
5. Ensure that the advice provided enables your team to create analysis to inform policy and funding decisions with consideration of constitutional process
 6. Support managers in the development, achievement and updating of business plans to ensure the robustness of the MTFP is maintained
 7. Prepare audit working papers for assigned areas and ensure these comply with audit requirements.
 8. Produce good quality and fully supported corporate reconciliations for assigned area (which may include bank reconciliation, debtors, reserves, Trial Balance, grant income and recharges.
 9. To liaise with other external organisations with regard to data collection, financial analysis and benchmarking
 10. Promote correct use of the Chart of Accounts across the Council and liaise with services to take corrective action Ensure corporate timelines, standards and processes are applied to in the budget and closedown process..

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.



Person Specification: Senior Finance Technician

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT			
		P	A	AC	D
Vision, Strategy and Delivery	Demonstrate an understanding of the current issues and challenges facing local government in general and Nottingham City Council in particular		✓		
	Evidence of financial and commercial awareness with strong analytical skills and a creative approach to problem solving.		✓		
	Ability to assess risk whilst effectively supporting services / strategic priorities.		✓		
Leading People	To lead by example in terms of a professional approach to work and positive influence on colleagues, taking personal responsibility for outcomes, delivering on promises made and delivering to a high standard.		✓		
	Ability to work on own initiative with a minimum of supervision.		✓		
Change and Innovation	Ability to provide an innovative approach to the resolution of problems.		✓		
	Experience of working in continuous improvement environment where people feel included and involved.		✓		
Collaboration	Ability to communicate effectively to both internal and to external audiences through various channels.		✓		
	Ability to communicate to colleagues from other disciplines through strong communication skills.		✓		
Equality, Diversity and Inclusion	A deep understanding of equality, diversity and inclusion at every level and demonstrative experience in tried and tested methods to deliver inclusive services.		✓		
	Demonstrating a thorough understanding of equality, diversity and inclusion challenges posed by providing quality public services in our multi-cultural city.		✓		
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.		✓		
Role related requirements	Able to utilise a range of systems to produce easily understandable financial information		✓		
	Experience of providing information that supports decision making through financial analysis and option appraisals		✓		
	An understanding of accounting principles and practices and the applicability to local government accounts.		✓		
	Good level of numeracy and literacy in order to provide financial support and advice to a wide range of services in a large and complex organisation		✓		
Qualification requirement	Qualified member of Association of Accounting Technicians (or equivalent body) or commensurate professional experience		✓		✓



	Significant experience in a management role in transactional finance function		✓		
P- Pre-Application	A - Application	AC – Assessment Centre	D - Documentary Evidence		

Job Profile and Person Specification produced October 2026